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Civil Air Patrol Senior Member Training Program

SPECIALTY STUDY GUIDE

Operations Officer

FOREWORD

This pamphlet is your guide in preparing to fulfill the responsibilities of a Civil Air Patrol Operations Officer. The contents are also applicable to the Director of Operations at wing and Deputy Chief of Staff/Operations at region level.

The material is divided into three sections related to attaining the technician, senior, and master ratings in this specialty. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned an on-the-job training (OJT) supervisor to assist you, but, if not, you should have no problem learning the job through self-study.

When you, and your OJT supervisor if applicable, are convinced that you are proficient in the tasks described for each section, consult your unit commander who must certify your proficiency in your personnel records before award of a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon with bronze or silver star respectively. You also become eligible for consideration for promotion to first lieutenant, captain, or major, depending on the rating earned, provided you meet the promotion eligibility criteria outlined in CAPR 35-5.

OPERATIONS OFFICER - TRAINING GUIDE

Technician Rating

1. Position Description. The operations officer technician rating, is responsible for being familiar with applicable directives and knowing the purpose of the operations function. Manages and directs operations activities to include:

a. Coordination of operations matters with other staff agencies or interested agencies.

b. Development, in conjunction with the Safety Officer, of accident prevention programs and reporting procedures.

c. Requesting the issuance of transportation and mission authorizations as required.

2. Objectives. To develop an understanding of the basic concepts of the operations function of Civil Air Patrol. To prepare a person to direct the operations activities of a CAP unit. To prepare a person for entry into the senior phase of operations.

3. Functions and Responsibilities:

a. Knowledge requirements:

(1) Attain a broad understanding of the

operations function.

(2) Be familiar with CAPP 210, Study Guide for Flight Operations Officer; CAPP 212, Study Guide for Standardization/Evaluation Officer; and CAPP 213, Study Guide for Emergency Services.

(3) Understand the provisions outlined in CAP directives of the 55, 60, and 62 series.

b. Performance requirements:

(1) Complete a six-month internship.

(2) Complete Level I, Senior Member Training Program.

(3) Complete technician rating requirements for Emergency Services, CAPP 210, and ECI course 213OD, Introduction to Emergency Services.

(4) Complete technician rating requirements for Flight Operations, CAPP 210 and Standardization/Evaluation, CAPP 212.

(5) Display ability to perform duties with minimum supervision.

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Senior Rating

1. Position Description. The operations officer, senior rating, is responsible to the unit commander in an advisory and functional capacity. Implements and monitors the operation program that includes:

a. Performing all duties within the technician rating.

b. Developing evaluation methods and establishing reporting procedures required to determine the success of operations programs.

c. Resolving conflicts/problems that arise during coordination of operations matters.

d. Developing standing operating procedures for the control and operation of CAP aircraft.

2. Objectives. To expose the operations officer to the principles and functions of operations that would facilitate and develop within the operations officer the ability to develop, execute, and evaluate operations policies and procedures. To assist the operations officers in gaining the expertise needed to cope with operations related problems and communicate authoritatively with CAP members at subordinate levels.

3. Functions and Responsibilities:

a. Knowledge requirements:

(1) Be familiar with CAPP 210, Study Guide for Flight Operations and CAPP 212, Study Guide for Standardization/Evaluation Officer.

(2) Understand the provisions outlined in parts 1, 23, 61, 67, 71, 91, 93, 95 and 97 of FAA regulations.

b. Performance requirements:

(1) Serve one year as operations officer.

(2) Complete technician rating requirements for operations officer.

(3) Complete Level II, Senior Member Training Program.

(4) Complete senior rating requirements from CAPP 210 and CAPP 212.

(5) Be familiar with the requirements and responsibilities of the Standardization/Evaluation Officer (CAPP 212) and the Flight Operations Officer (CAPP 210).

(6) Display ability to perform assigned duties without supervision.

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Master Rating

1. Position Description. The operations officer, master rating, is responsible for all operations activities. Advises and assists the commander in all operations areas to include:

- a. Performing duties within the technician and senior ratings.
- b. Development and implementation of all operations programs and directives.
- c. Development of necessary operations policies and procedures to insure mission accomplishment and to provide adequate guidance to subordinate personnel and units.

2. Objectives. To enable the operations officer to serve in any capacity within the operations function and at any unit level. To perform as the operations coordinator for the unit, stay involved with all matters related to the operations program, and provide necessary guidance to other staff sections on operations matters.

3. Functions and Responsibilities:

- a. Knowledge requirements:
 - (1) Be familiar with national level policies

concerning operations and implementation of operations programs.

- (2) Understand and be able to implement upper echelon policies concerning aircraft utilization rates and aircraft modernization and replacement policies.

- (3) Be able to interpret, implement, and evaluate the provisions of all applicable CAP and FAA directives.

- b. Performance requirements:

- (1) Serve at least two years as operations officer.

- (2) Complete senior rating requirements for operations officer.

- (3) Complete level III, Senior Member Training Program.

- (4) Complete master rating requirements from CAPP 210 and CAPP 212.

- (5) Display ability to perform assigned duties under all conditions. Reflects minimum standards established by TTN as necessary for all senior members to achieve the master rating.